

TRANSMITTAL SLIP		DATE	17 JUL 1972
TO: DD/Pers/PrC			
ROOM NO.	BUILDING		
REMARKS: Do you, Clint and John believe this reflects our discussions accurately. If not I welcome additions, deletions, changes ABY-			
FROM:			
ROOM NO.	BUILDING	EXTENSION	

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

DRAFT

1. Following is an attempt to summarize our discussions at the 4 o'clock meeting on 14 July 1972.

2. The principal subject was personnel management evaluation in the Agency and the degree to which OP should become more involved in this most important area. It was agreed that much could be accomplished towards this goal by implementation of the annual personnel review desired by Mr. Colby.

3. It was also agreed that many aspects of personnel management evaluation could be carried on as part of our daily routine. Deputy Director of Personnel for Recruitment and Placement can evaluate and bring about improvement in the following areas:

- a. Recruitment forecasting
- b. Applicant review procedures
- c. Indoctrination of new EOD's
- d. Equal Employment Opportunity activities

4. Chief, SAS has the ability to evaluate component activities in the handling of marginal employees and adverse actions and to recommend improvements in this important aspect of personnel management.

5. Component personnel officers carry the responsibility of ensuring that personnel actions are consistent with Agency Regulations and that employees are assigned as indicated on the PCR's.

6. It is hoped that implementation of PMMP will provide a basis for evaluating career development activities in the various career services.

7. Annual statistical reports showing year to year variances can be most helpful in evaluating performance in certain areas of personnel management. Listed below are just a few examples:

- a. Separation rates ✓
- b. Promotion rates ✓
- c. Employee awards
- d. Supervisory training
- e. Career Selection (one and three year periods)
- f. Performance evaluation (fitness report ratings)
- g. PRA's

8. Finally, it was agreed that there are other important areas of personnel management that can only be evaluated after we collect information not now in our possession. This basic information on career service activities

can best be obtained by a joint effort of OP staff and component personnel officers in developing a data base on personnel programs in the career services. Among items to be included are:

- a. Organization and operation of panel systems
- b. Ranking and promotion systems
- c. Career counselling
- d. Training activities
- e. Use of vacancy notices/mobility

9. The next step is to arrange for a briefing of Mr. Colby on PMMP in an attempt to convince him that annual statistical reports can be provided as appendices to the Career Service Situation Reports rather than as an integral part of PMMP. At that time we will also explain our plan to develop a data base on career service personnel management activities.